

**Urban and Community Forestry Grant Program
Final Accomplishment Report**

Final Accomplishment Report must accompany final Request for Reimbursement. The contract ending date is August 31, 2011 and the final report and request must be submitted by September 30, 2011 (or 30 days after extended contract-ending date as applicable).

Mail or Fax to
NC Division of Forest Resources, U&CF Grant Program
1616 Mail Service Center, Raleigh, NC 27699-1616
Fax: 919-857-4805

Grant # UCF-11-_____ Contract # _____

Organization: _____

Person Reporting: Name: _____ Title: _____

Phone #: _____ email: _____

Part I: Accomplishments (complete only those applicable to your project)

Tree Planting and Maintenance

Landscape trees planted _____ # Seedling trees planted _____

Trees maintained (watering, mulching, pruning, fertilizing, pest control, hazard tree management, planned removals, etc.) _____

Education and Outreach

Type of education or training programs conducted _____

Number of education or training programs conducted (classroom and/or field instruction) _____

Total # participants _____

Total hours of instruction (all presentations added together) _____

Volunteer Participation

Total number of volunteers involved in all aspects of the project _____

Estimated total volunteer hours _____

Community Forestry Program Development

Was a tree inventory or natural resource assessment conducted? _____

If yes, type of inventory (complete street tree, hazard tree, historic tree, canopy analysis etc.)? _____

If yes, number of trees inventoried? _____ Number of miles inventoried? _____

Was a written management plan prepared? _____ Type of Plan: _____

Was a new Tree Board, Shade Tree Committee, etc. formed, or an inactive board reactivated? _____
(over)

Was a new *Tree Ordinance* developed? (Includes landscape ordinances, tree conservation ordinances, or other public policies and regulations pertaining to trees) _____

Type of Ordinance created: _____

Was an existing tree ordinance, policy, regulation, etc. revised or strengthened? _____

Cities, Towns & Villages: Do you plan to apply for Tree City USA recognition this year? _____

Part II: Accomplishment Narrative

Please attach a separate sheet(s) of paper and provide a summary of this project **in your own words**. The following questions are provided as a guide to your accomplishment report. Please highlight any successes and/or issues encountered during the project:

1. Look back at the application you submitted and read over the original goals and objectives.
 - Did you accomplish what you agreed to do?
 - Were the goals and objectives satisfied?
 - If not, please explain why.
 - **Describe the goals and objectives that were accomplished and how you achieved success.**
2. Pertaining to the goals of the Urban and Community Forestry Program, explain the impacts this project has had on the following, as applicable:
 - Has this project helped establish or strengthen a community forestry program in your city or town? *How?*
 - Has this project been successful in promoting volunteerism, cooperation and partnerships? *How?*
 - Has this project helped improve an understanding of the benefits of trees and the community forest? *How?*
 - Has this project helped expand or improve the canopy cover in your community? *How?* For example: through planned tree planting, maintenance of existing trees, protecting or preserving trees through direct action or ordinances, management of insects, diseases or other sources of tree decline, etc.
 - Has this project helped enhance the technical skills of individuals involved in the planning, development and maintenance of community forests? *How?*
 - Has this project had a positive impact on city government leaders, elected officials, business owners, homeowners or others? *How?*
3. Show us what was accomplished. (Include photos, newspaper articles, etc.). Digital photos may be emailed to Leslie.Moorman@ncdenr.gov

Part III: Additional Documentation Required

If applicable to your project, the following documentation is required before final payment can be authorized.

1. **Three** (3) clean, final copies of all **materials** printed, published or otherwise developed under this grant. This may include management plans, planting design plans, streetscape plans, reports, inventory summaries, brochures, publications, newsletters, videos, training manuals, etc. Can also be submitted via email. For extensive, bulky or costly documents and products, only one copy is required. Please call if you have questions regarding this.
2. **Site Specific Projects:** (including tree planting, tree maintenance, trail development, outdoor classrooms, demonstration projects, etc). Enclose a few slides or photos documenting on-the-ground accomplishments. Please contact us if you have questions regarding this.

It is appropriate to use grant funds to offset any costs involved in satisfying the final reporting requirements.